

JAMAICAN CANADIAN ASSOCIATION

POSITION DESCRIPTION

TITLE:	Capital Campaign & Special Events Co-ordinator
REPORTING TO:	Executive Director
RESPONSIBILITIES:	The Co-ordinator is responsible for the planning and execution of special events (fundraising and of a community relations nature) and the liaison and planning with all community groups sponsoring fundraising activities on behalf of the Jamaican Canadian Association.
EXPERIENCE:	Special events and fundraising (Capital Campaign experience an asset) in a not-for-profit organization or related experience in fundraising and events planning in a public relations or corporate setting.
SKILLS REQUIRED:	A high degree of organization; ability to work independently and with volunteers; create and implement budget control for each event; execute critical path which identifies and completes all details for each function; knowledge of marketing, ticket selling, sponsorship, raffles, etc.; ability to publicize events internally and externally; excellent writing and verbal skills; computer literate, experience with PageMaker an asset.
OTHER REQUIREMENTS:	Flexibility of time, especially evenings for meetings with volunteers and week-ends when most events occur is critical. Transportation an asset (to transport materials, etc. as required).

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Capital Campaign & Special Events Co-ordinator
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- RESPONSIBILITIES:**
- * manage all aspects of current established and proposed events :
 - Golf Tournament
 - Wonder Run/Walk-A-Thon
 - Pasta Fest
 - Celebrity Breakfast, Bar-B-Que & Dinner
 - Mall Displays
 - Organization Open House
 - * develop, oversee and manage all events/fundraising activities for the Capital Campaign.
 - * attend planning meetings for each event
 - * establish income and expense budgets for approval and monitor budgets for each event.
 - * create detailed critical path to achieve event deadlines.
 - * write and produce all solicitation and follow-up letters and correspondence to potential sponsors, suppliers and attendees.
 - * undertake sponsorship requests where appropriate.
 - * act as a liaison with suppliers, printers, etc.
 - * assist with other fundraising activities as requested.
 - * prepare updated reports on events for Board meetings.
 - * evaluate and report recommendations on events.